



HOW TO CREATE PURCHASE ORDER, GRN AND BILL

Purchase



Purchase Order

WHAT IS PURCHASE ORDER IN ODOO?

A purchase order can be defined as the first commercial document that is issued by a buyer to the seller which indicates the agreed price of the products or services.

Are you a seller but not a manufacturer and are generally engaged in heavy purchase transactions which is difficult to manage? Do you want to manage your purchase orders?

Now, you can create purchase orders in an organized way with the help of Odoo. Odoo is popular for its strong grasp inventory which makes managing purchase orders in Odoo more efficient.

If you want to know the flow of purchase order in Odoo then this guide can help you in the best possible way.

✔ 1. Purchase Requisition or Need Identified

- Trigger: Low stock levels (via reordering rules), a manual request, or project requirement.
- Created by: Inventory, Manufacturing, or another department.

✔ 2. Request for Quotation (RFQ)

- Location: **Purchases > Orders > Requests for Quotation**
- A purchase representative creates an RFQ and selects vendors.
- Includes product details, quantities, expected delivery dates, and prices.
- Can be sent to multiple vendors for competitive quotes.

✔ 3. Vendor Response & Confirmation

- Vendor replies with pricing and terms.
- RFQ can be edited based on vendor responses.
- Once confirmed with a vendor, the RFQ is converted into a Purchase Order.

✔ 4. Purchase Order (PO) Confirmation

- Status changes from RFQ to Purchase Order.
- Odoo generates a Vendor Bill (Invoice draft) and links it with the PO.
- Triggers logistics operations (e.g., receipts or shipments).

✔ 5. Product Reception (Incoming Shipment)

- Location: Inventory > Operations > Receipts
- Warehouse receives products and validates quantities.
- Partial receipts allowed if not all items are delivered at once.
- Product moves update inventory levels.

✔ 6. Vendor Bill / Invoicing

- Location: Purchases > Vendor Bills
- Vendor sends invoice (can be created automatically or manually).

Purchase Order

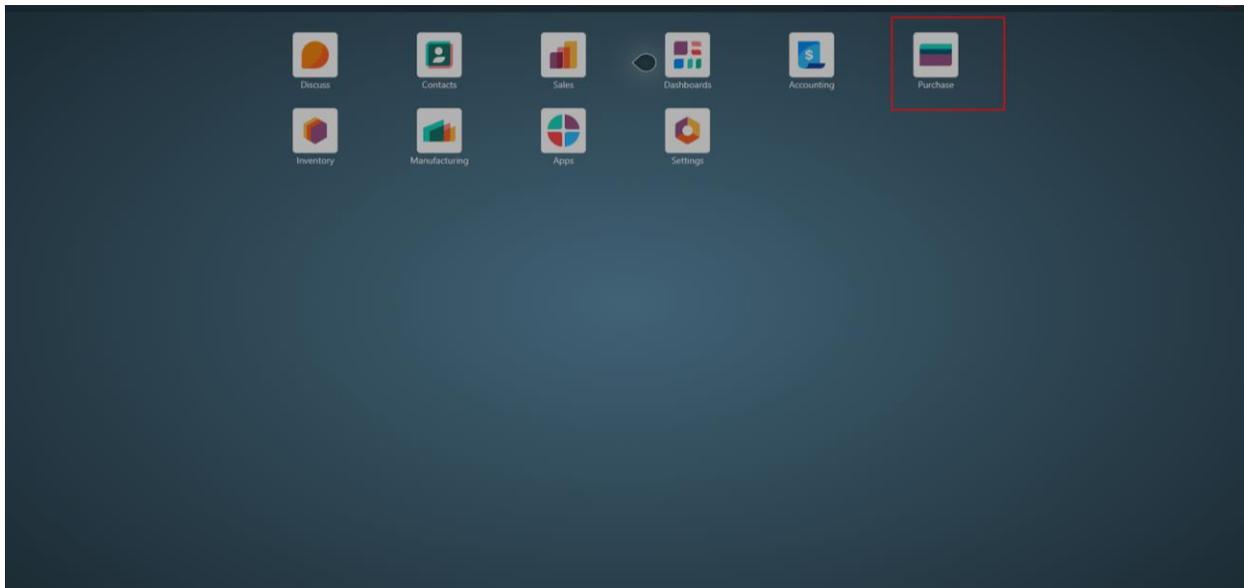
- Compared against the PO and received quantities for three-way matching:
- PO
- Receipt
- Vendor Bill

✓ 7. Payment

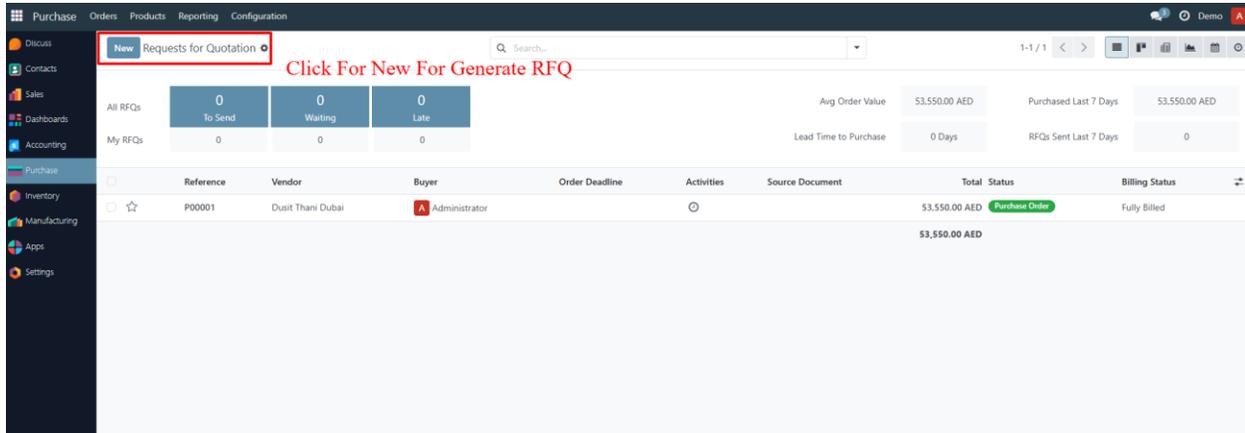
- Finance validates the vendor bill.
- Payment processed via registered methods (bank transfer, check, etc.).
- Accounting entries are generated.

CREATE PURCHASE ORDER IN ODOO

Once you have sent **RFQ**, you can click on the button **Confirm** to place the Purchase Order;

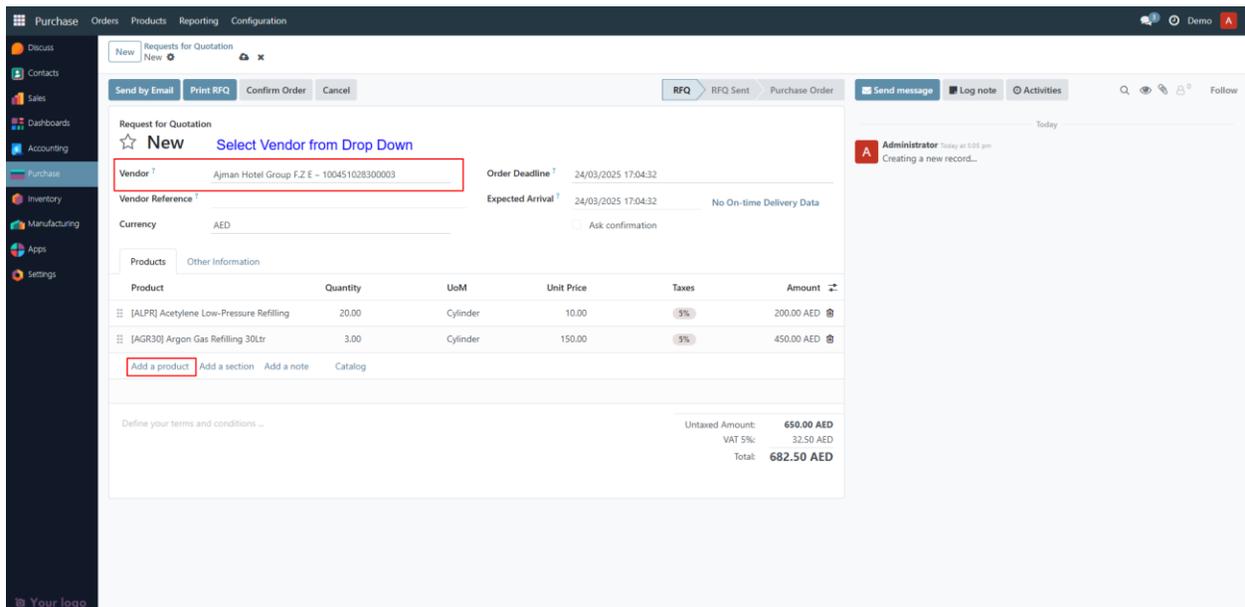


Purchase Order



➤ You can also create the Purchase Order by the following the below-mentioned way:

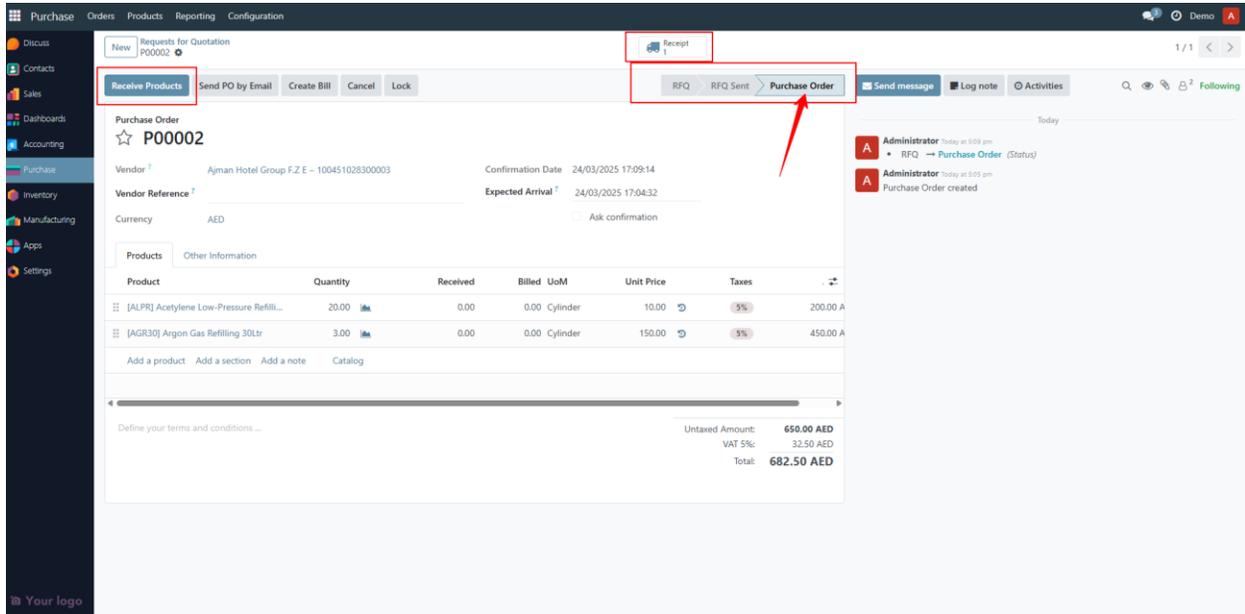
- Go to the Purchase Module then click on Create button
- Fill the Vendor as well as other Details; also add the product and its quantity to the Product Line
- Odoo users can Click on Other Option-Tab to add additional details as per your requirements
- Now you can send the RFQ via Email and can also print it.
- Click on Confirm Order to create the purchase order in Odoo.



You can also create the RFQ by the following the below-mentioned way:

- Go to the Purchase Module then click on Order and Select Request for Quotation.
- Fill the Vendor as well as other Details; also add the product and its quantity to the Product Line
- Odoo users can Click on Other Option-Tab to add additional details as per your requirements
- Now you can send the RFQ via Email and can also print it.
- Click on Confirm Order to create the purchase order in Odoo.

Purchase Order



After the Confirm RFQ Status has been Change to Purchase order.

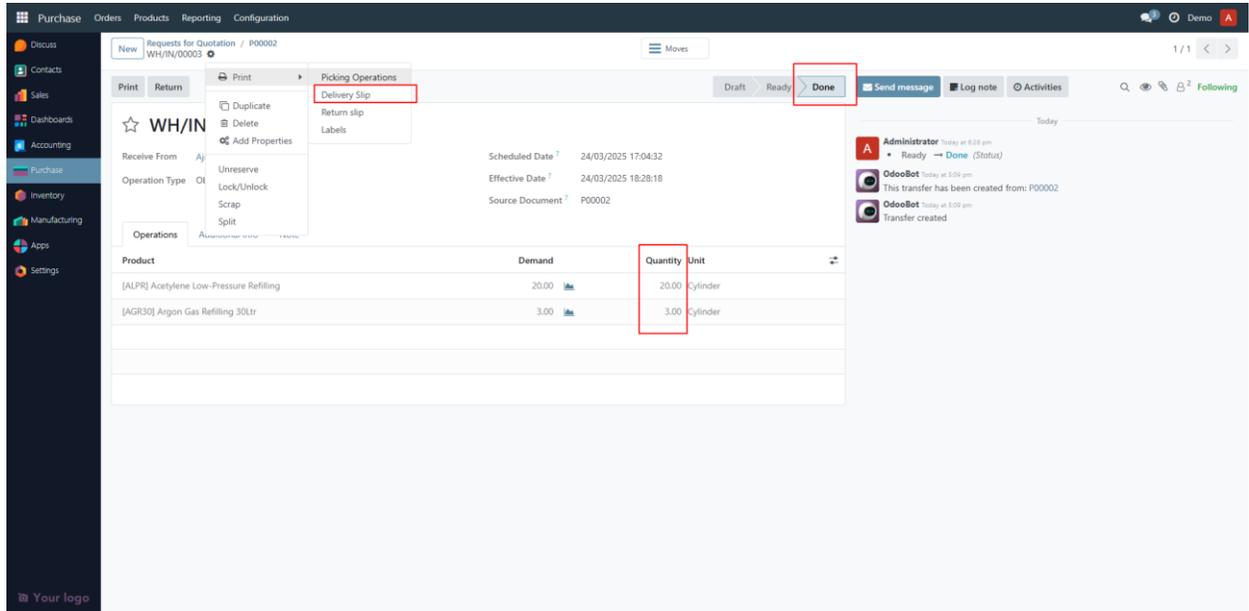
RECEIPT IN ODOO PURCHASE ORDER

A receipt is a record of incoming shipments in Odoo.

Managing Receipt in Odoo Purchase Order

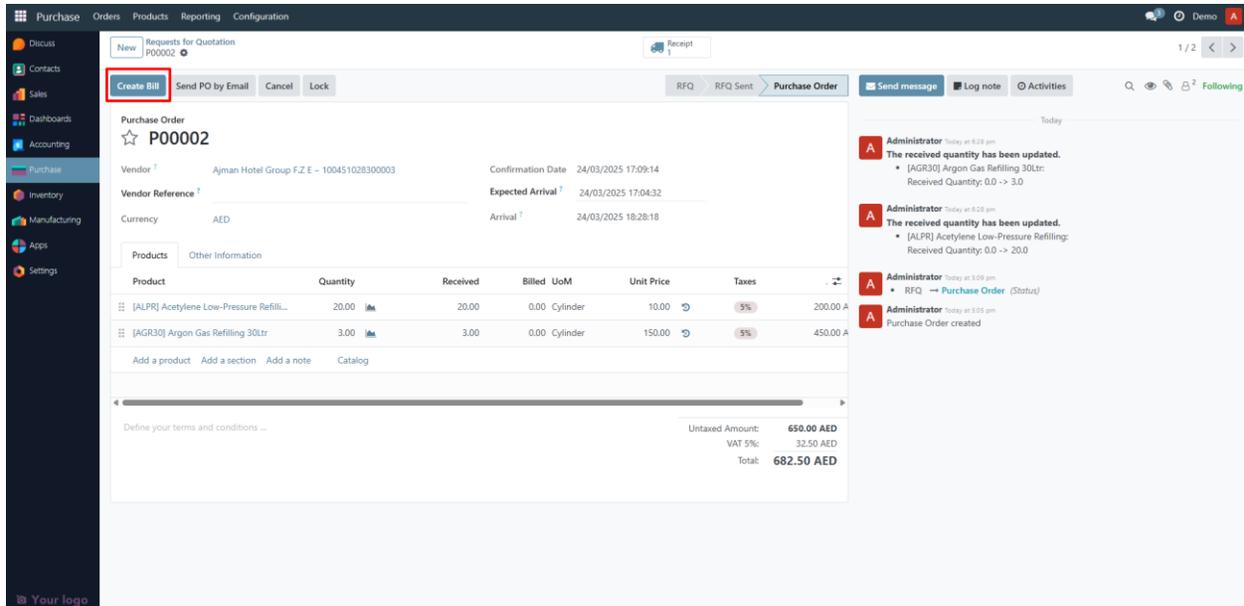
- Once you have confirmed the Purchase Order you can notice the Receipt button on the top right section of your screen.
- Click On the Receipt Button then Click on Validate. You can also validate it by clicking on Receive Products in the Purchase order Page.
- After that click on the Print button from there, you can print Picking Operations as well as Delivery Slip

Purchase Order



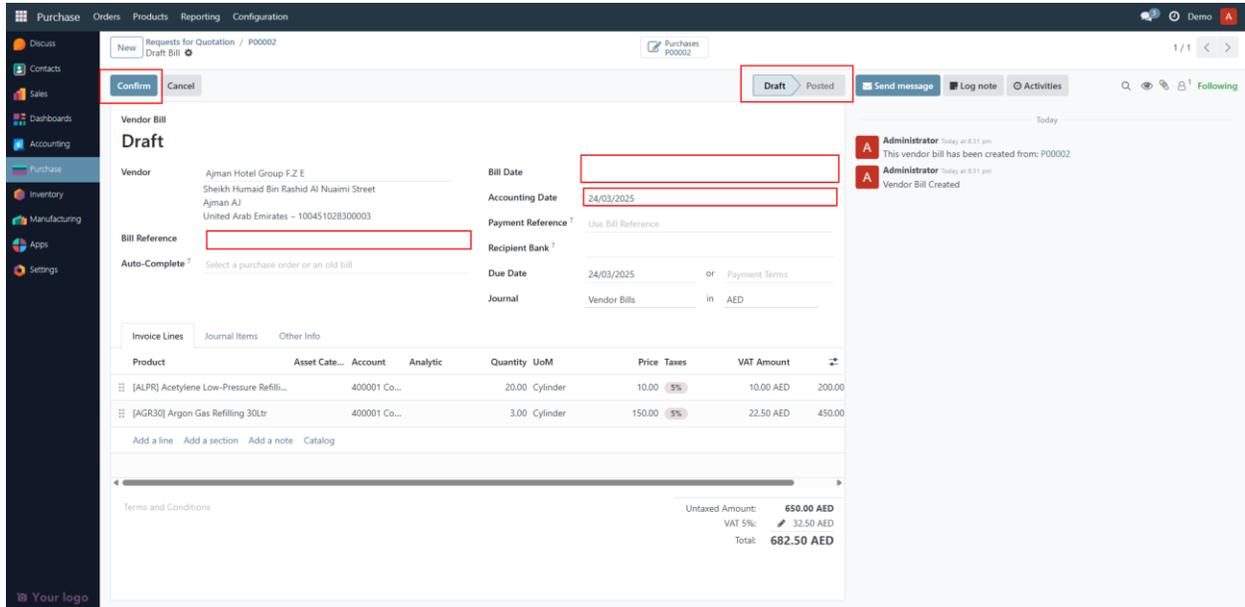
CREATE VENDOR BILL IN ODOO

- Once a purchase order is created; Received the Material then you can notice the Create Bill button on the top;
- Click on the Create Bill button and then click on the validate; consequently, the state will change into Post.

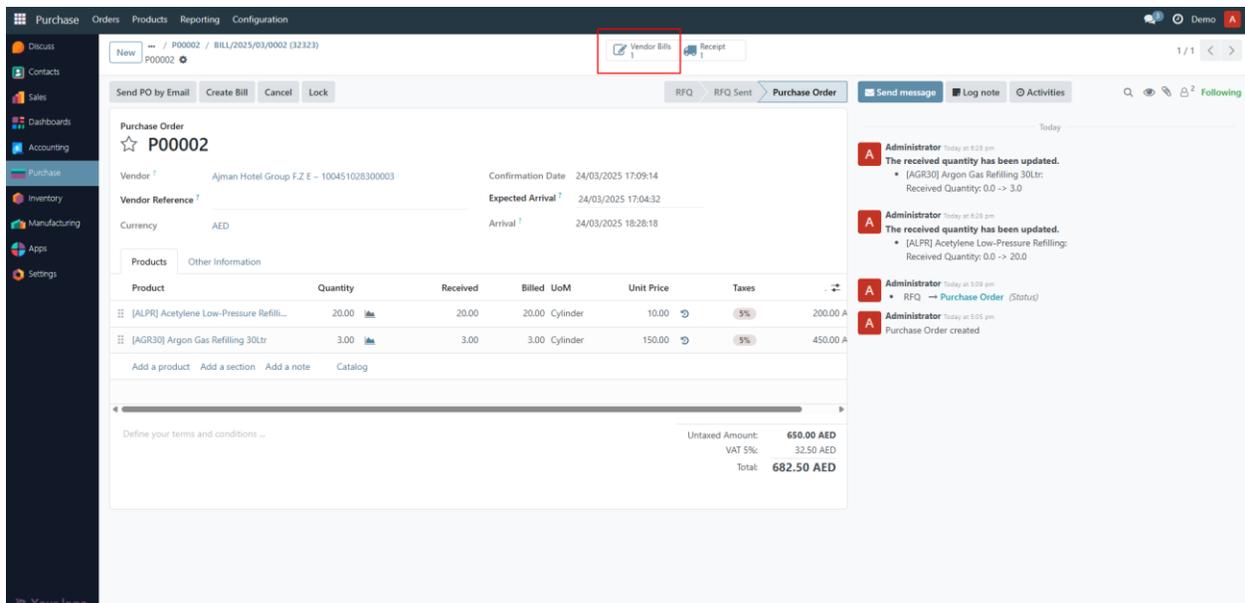


- Enter the Vendor bill No and Bill Reference and Select Accounting Date. And Click on Confirm button.

Purchase Order



The Status will be change Draft to Post in Bill



- Vendor bill created will be reflected on the top of a particular purchase order